

LISTED BELOW ARE INSTRUCTIONS FOR EACH SECTION OF THE MONTANA CERTIFICATE OF ADOPTION. IT IS RECOMMENDED THAT A RECENT CERTIFIED COPY OF THE ORIGINAL BIRTH CERTIFICATE BE USED IN THE COMPLETION OF AN ADOPTION CERTIFICATE. RECORDS AT BOTH THE COUNTY AND STATE LEVEL HAVE BEEN CROSS INDEXED IN THE EVENT THAT THE CERTIFICATE HOLDER IS DECEASED. A RECENT CERTIFIED COPY WOULD ALSO REFLECT ANY POSSIBLE CHANGES OR ADDITIONS TO THE BIRTH CERTIFICATE. COPIES CAN BE OBTAINED FROM THE DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES, **OFFICE OF VITAL STATISTICS** OR THE COUNTY CLERK & RECORDER'S OFFICE IN WHICH THE ADOPTEE WAS BORN.

PART I: THIS INFORMATION IS FROM THE ORIGINAL BIRTH CERTIFICATE. WE MUST HAVE THE CORRECT INFORMATION IN ORDER TO ACCURATELY LOCATE THE CHILD'S BIRTH CERTIFICATE.

PART II: THIS INFORMATION WILL BE PLACED ON THE SUBSTITUTE CERTIFICATE. PLEASE MAKE SURE ALL INFORMATION IS SPELLED CORRECTLY. ONCE THE SUBSTITUTE CERTIFICATE IS CREATED THE ONLY WAY A CORRECTION CAN BE MADE IS BY COMPLETION OF AN AFFIDAVIT FOR CORRECTION, AVAILABLE AT THE VITAL STATISTICS BUREAU, OR THROUGH A LOCAL CLERK & RECORDER'S OFFICE IN MONTANA. ONCE AN ADOPTION FILE HAS BEEN SEALED, IT CAN ONLY BE ACCESSED BY ORDER OF A COURT. ** THE ATTORNEY OR ADOPTING PARENT MAY SIGN IN PART 15, GIVING OUR OFFICE THE AUTHORIZATION TO RELEASE INFORMATION CONCERNING THE CHILD TO ONE OR BOTH OF THE PROGRAMS LISTED.

PART III: THIS IS FOR THE **EXACT** SPELLING OF THE CHILD'S NAME. PLEASE INCLUDE ANY HYPHENS. ONCE A SUBSTITUTE CERTIFICATE IS CREATED THE ADOPTEE'S SURNAME CAN ONLY BE CORRECTED BY ORDER OF A COURT.

THE AGENCY OR ATTORNEY HANDLING THIS CASE SHOULD COMPLETE PARTS I AND II.

THE COUNTY CLERK OF DISTRICT COURT MAY COMPLETE ANY ITEMS IN PART I OR PART II FROM THE INFORMATION FURNISHED FROM THE COURT RECORD.

THE FEE OF \$25.00 SHOULD ACCOMPANY THE CERTIFICATE OF ADOPTION. THE CERTIFICATE OF ADOPTION DOES NOT ELIMINATE THE NEED FOR A CERTIFIED COPY OF THE ADOPTION DECREE AS SPECIFIED UNDER M.C.A. 50-15-304. A CERTIFIED COPY OF THE DECREE MUST BE SUBMITTED, WITH THE CERTIFICATE OF ADOPTION, TO THE OFFICE OF VITAL STATISTICS BEFORE THE ADOPTION CAN BE FILED.